

Welcome. The Gov Online Learning Center is located at www.golearn.gov. This site contains numerous features such as e-Training courses, Search & Select, Books 24x7, and a Resource Center.

Registering for the Green Purchasing Course

To register for the Green purchasing course, you should first log on with your email and password (located at the top banner of the GoLearn site). Next, click on the *Full Catalog* button on the top navigation bar, you will see the first page of the Catalog. Click on the *Free Catalog* category and select the *Legislatively Mandated and Agency Required Topics* category. Then choose the following by clicking on its title:

What is “Green” Purchasing, Anyway? (Course ID OPM008)

After you have clicked on the course title, hit the register button. You will then see 2 multiple choice questions on the purpose and type of training. For the 1st question, you should select the last choice on the bottom of the page ‘Legislatively Mandated or Agency Required’ and hit the continue button. Answer the 2nd question as appropriate and hit the submit button. You are on your way to a great learning experience with the Gov Online Learning Center.

To Begin the Course

After you have registered for the course, click on the *My Courses* button on the top navigation bar. Courses you registered for are displayed. Select the *What is Green Purchasing, Anyway?* course and begin the course.

Course Completion

Once you have successfully completed the course, you will be able to print a completion certificate. To get your certificate, click on the *My Courses* button again. Each course will have a status (complete, incomplete or not attempted). When you have completed a course, there will be a green link that will take you to a certificate.



New Green Purchasing Training Online

Now available on the Office of Personnel Management's GoLearn e-learning center is a new, free course about purchasing "green" products. "What is Green Purchasing, Anyway?" is a fun and instructional course for contracting personnel, purchase card holders, facilities managers, and fleet managers that provides an introduction to the federal "green" purchasing program.

The federal government has requirements to purchase products with environmental and energy attributes. Also known as "green" purchasing, this program requires the purchasing of recycled content products, energy-efficient products and renewable energy technologies, alternative fuel vehicles and alternative fuels, biobased products, environmentally preferable products and services, and non-ozone depleting substances.

The course is organized into modules explaining why we're buying "green," the legal basics, what we are required to do, the different types of "green" products, where to buy them, roles and responsibilities, and required reporting. It also provides examples, resources, and lots of reference web sites. Course duration ranges from 1 ? hours for purchase card holders to approximately 2 ? hours for contracting officers and contracting officer representatives. Completion of the course satisfies the Executive Order 13101 requirement that agencies provide training to contracting and program personnel.

The attached file contains directions for accessing the course. Please note that each person who doesn't already have one will need to obtain a password to use the site and take the course.

Questions about the content of the course? Please contact Dana Arnold, Office of the Federal Environmental Executive, by email at dana_arnold@ceq.eop.gov or by phone at 202-564-9319.

